



## NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



**POSITION AND DUTY MOS:**  
Personnel/Admin NCO 15R30

**RANK/GRADE:**  
**SSG/E6**  
**(Minimum:SGT/E5)**

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**NATIONWIDE**

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**NCARNG  
SOLDIERS ONLY**

**ANNOUNCEMENT #:**  
AGR-FTM 2014-30

**UNIT, LOCATION, POC:**

CO D 1<sup>ST</sup> BN 130<sup>TH</sup> AVN, Morrisville, NC 27560  
POC: MSG Hill, Clayton (919) 804-5300 ext.16287  
clayton.c.hill2.mil@mail.mil

**OPENS:**  
18 March 2014

**CLOSES:**  
18 April 2014

**POSITION DESCRIPTION:** Performs administrative and personnel duties in support of assigned unit. Advises the Readiness NCO and staff on personnel issues. Prepares memorandums, endorsements, messages, evaluation reports, strength and attendance reports, pay actions, and a variety of other personnel and administrative actions. Publishes and distributes unit orders. Prepares, sorts, and distributes incoming and outgoing correspondence. Maintains unit reference library. Safeguards unit supplies and equipment. Performs other military duties as required by mission.

**QUALIFICATION REQUIREMENTS:** Must be qualified in a 15 series MOS in accordance with DA Pam 611-21.-- includes **minimum score** in aptitude area **MM** in Armed Services Vocational Aptitude Battery (ASVAB) tests as follow: **100** if administered prior to **2 January 2002**, or **97** if administered on and after **2 January 2002** and prior to **1 July 2004**, or **99** if administered on and after **1 July 2004**. If not MOS qualified, must qualify within one year of assignment or be reassigned or released from AGR tour. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must have sufficient remaining service obligation to complete initial three-year AGR tour. Must not have served more than 15 years of Active Federal Service (AFS). Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18. Note: **Must be in the grade of SPC or below to attend MOS qualification school, or have held an aviation maintenance/component repairer CMF 15 MOS for a minimum of 12 months at skill level 1 or 2, 18 months at skill level 3, or 24 months at skill level 4. All 15 Series MOS except 15P and 15Q fall in the abovementioned category.** Most Soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty.

**PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "**Not Qualified**" because of lack of information. HRO is not responsible for incomplete packets; however, applicants with incomplete packets will be notified by email only within 30 days of closing date of announcement with a suspense date. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to [ng.nc.ncarng.mbx.hro-agr@mail.mil](mailto:ng.nc.ncarng.mbx.hro-agr@mail.mil) (in one attachment) no later than 1600 hours on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

**THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

## AGR APPLICATION CHECKLIST

### M-DAY SOLDIERS

- \_\_\_\_\_ 1.NGB Form 34-1 Application for AGR (dated NOV 2013-previous editions are obsolete) **Include e-mail address at the top 1st page of NGB Form 34-1.**
- \_\_\_\_\_ Age: Over 18, under 55?
- \_\_\_\_\_ Current NCARNG Soldier? If not check whether announcement is nationwide.
- \_\_\_\_\_ Block IV all should be NO except for 9. If YES, provide attachment with explanation.
- \_\_\_\_\_ Signed and dated.
- \_\_\_\_\_ 2.Certified copy of ERB/ORB (with ASVAB Scores or supporting documentation)
- \_\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.
- \_\_\_\_\_ If female applicant, is position open to females?
- \_\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- \_\_\_\_\_ 3.Personnel Qualification Record (within 30 days)
- \_\_\_\_\_ 4.DA Form 705 reflecting latest APFT (must be current within 1 year)
- \_\_\_\_\_ Passed APFT and HT/WT IAW AR 600-9
- \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_\_ DA Form 5500/5501 reflecting latest HT/WT (if applicable)
- \_\_\_\_\_ 5.PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).
- \_\_\_\_\_ 6.DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- \_\_\_\_\_ 7.DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 copies.
- \_\_\_\_\_ If newly promoted or E4/SPC must have a letter of recommendation from Commander or Senior NCO (E7 and above.)
- \_\_\_\_\_ 8.All DD Form 214's/215's (must have blocks 23-30)
- \_\_\_\_\_ 9.NGB Form 23/23b Retirements Points History Statement (RPAM)(within 30 days)
- \_\_\_\_\_ Calculate all prior Active Federal Service \_\_\_\_\_ years, \_\_\_\_\_ months (over 15 required waiver, over 17 not considered unless MOSQ). **Officers only: Have at least 5 years before MRD?**
- \_\_\_\_\_ DA Form 1506 Statement of Service (alternate for Reserve or Active Army Soldiers)
- \_\_\_\_\_ If former AGR Soldier, at least 12 months since REFRAD?
- \_\_\_\_\_ 10.Email application to [ng.nc.ncarng.mbx.hro-agr@mail.mil](mailto:ng.nc.ncarng.mbx.hro-agr@mail.mil) (in one attachment with the FTM # in the subject line) or mail to NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. **\*Packets must be received NLT 1600 the day the announcement closes or it will be removed from consideration\***

**NOTE:** Packets received without certification or signatures will be considered incomplete. If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address(es). All documents must be enclosed (photocopies only – do not send originals): NO BINDERS

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- \_\_\_\_\_ 1. OTAGNC Form 690-101, AGR Mobility Application (Oct 2002). **Include e-mail address at the top 1st page of OTAGNC Form 690-101**
- \_\_\_\_\_ Is Soldier currently under 18 months initial tour stabilization or 12 month upward mobility stabilization?
- \_\_\_\_\_ If lateral transfer, is Soldier MOSQ for vacant position?
- \_\_\_\_\_ Signed and dated.
- \_\_\_\_\_ 2. Certified copy of ERB/ORB and/or DA Form 2-1.
- \_\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.
- \_\_\_\_\_ If female applicant, is position open to females?
- \_\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- \_\_\_\_\_ 3. Personnel Qualification Record.
- \_\_\_\_\_ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
- \_\_\_\_\_ Passed APFT.
- \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_\_ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- \_\_\_\_\_ 5. PHA or IMR (within 15 months) or DD Form 2808 and 2807-1 (within 5 yrs).
- \_\_\_\_\_ 6. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- \_\_\_\_\_ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
- \_\_\_\_\_ If missing rated time include letter from current AGR Supervisor.
- \_\_\_\_\_ 8. Letter of Recommendation from Battalion/Brigade AO.
- \_\_\_\_\_ 9. Current AGR Orders.
- \_\_\_\_\_ 10. Email application to [ng.nc.ncarnng.mbx.hro-agr@mail.mil](mailto:ng.nc.ncarnng.mbx.hro-agr@mail.mil) (in one attachment with the FTM # in the subject line) or mail to NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. **\*Packets must be received NLT 1600 the day the announcement closes or it will be removed from consideration\***

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